



## DEPARTMENT OF THE NAVY

NAVAL SCHOOL OF HEALTH SCIENCES  
BETHESDA, MARYLAND 208894611

IN REPLY REFER TO:

NSHSBETHINST 12400.1A  
02

JUL 20 1977

### NSHS BETHESDA INSTRUCTION 12400.1A

From: Commanding Officer

Subj: CIVILIAN INDIVIDUAL DEVELOPMENT PLAN (IDP)

Ref: (a) HROWASHDCINST 12400.1B

Encl: (1) Individual Development Plan

1. Purpose. To establish procedures for the development of an Individual Development Plan (IDP) for NSHS Bethesda civilian personnel as required by reference (a).

2. Cancellation. NSHSBETHINST 12400.1

3. Background. The IDP is a mechanism that allows management to promote the professional growth and development of civilian employees by providing training that will:

a. Improve employee performance of official duties in their present position.

b. Provide a means for systematically developing employee skills to meet current and future manpower skills needs.

c. Provide opportunities for development of staff.

d. Provide employees with necessary competencies to meet changes in organization policy, mission, technology, structure or equipment.

e. Maintain "state-of-the-art" specialized proficiencies.

f. Assist with the planned upward mobility of lower-level employees.

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4. Policy

a. Training of civilian personnel will be supported to the maximum extent possible within established guidelines and fiscal constraints.

b. An IDEP will be prepared for all civilian employees. The following factors will be applied in the development of the IDP:

(1) The employee's position description. Training should be geared in part, to promoting the employee's growth in their position.

(2) The command's budget process. The cost of training must be considered in development of the training plan. As funds are limited, training decisions should focus on maximizing the cost effectiveness of training.

c. Employees who fail to complete a training course shall be required to reimburse the government for the cost of that training. Extenuating circumstances (i.e., illnesses, emergencies, etc.) will be considered on a case by case basis.

5. Course Information

a. Course information, depending upon the type of training is available from a variety of sources including:

(1) NSHS Civilian Liaison to the Human Resources Office-Washington (HRO-W).

(2) Command Training Officer.

(3) Head, Management Information System

b. The Individual Development Plan (IDP) (enclosure 1) is the primary tool used by supervisors to identify and document an employee's training program. It also serves as a communication tool used by the supervisor and employee to

discuss the employee's training and growth requirements.  
The IDPs for all command personnel form the command's ATP.

6. Responsibilities

a. Supervisors

(1) Determine and document, using enclosure (1), individual training needs as indicated below:

(a) Annually update in conjunction with applicable performance appraisal system cycles.

(b) Within 30 days of an employee's entry on duty.

(2) Provides reasonable opportunities for employees to attend training and apply what they have learned to their jobs.

(3) Ensure that required training is planned and accomplished within funding limitations.

(4) Ensure appropriate training request forms (DD Form 1556) are completed prior to start of training.

(5) Advise all personnel of the policy in paragraph 2.b., concerning reimbursement of the government for failure to complete a training course.

b. Civilian Employees are expected to show initiative in meeting their developmental needs and to make every effort to achieve career objectives of mutual benefit to themselves and the command. Employees may promote their career development interest through discussion with their supervisor and use of available professional resources within the command and Human Resources Office, Washington (HRO-W). Following training, employees are responsible for applying newly acquired knowledge, skills, and abilities to their jobs and providing information on self-development activities to HRO-W via the NSHS Civilian Liaison.

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7. Action

a. The IDP will be developed according to the following schedule:

(1) 30 May - Determine individual training needs/discuss with the employee and prepare the IDP.

(2) 30 June - use IDP to assist in preparing budget submission for the next fiscal year.

(3) 15 July - Complete IDPs and provide a copy to the Faculty Development Department.

b. Periodic requirements include:

(1) Reviewing and revising the IDP in response to changes in work requirements, fiscal constraints, employee's status, etc.

(2) Evaluating the results of training provided. Supervisors should continually review the impact employee training has on job performance and mission accomplishment. Evaluation ties together the whole IDP process by revealing final on-the-job results which must be considered in the recurring assessment of needs.



D. A. WYNKOOP

Distribution:  
List I & II

(INSTRUCTIONS ON REVERSE)		2. SOCIAL SECURITY NUMBER	
<p>General-This information is provided pursuant to Public Law 93-570 (Privacy Act of 1974). Authority-Government Employees Training Act of 1958 (U.S. Code, Title 5, sec 4101 to 4118). Purposes and Uses-The information on this form is used in the administration of the federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Personnel Data File.</p> <p>Effects of Nondisclosure-Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.</p>		3. CURRENT POSITION AND GRADE EMPLOYEE DEVELOPMENT SPECIALIST GS-0235-12	
		4. ORGANIZATION HUMAN RESOURCES OFFICE - WASHINGTON (CODE 70) EMPLOYEE DEVELOPMENT DEPARTMENT WASHINGTON NAVY YARD, WASHINGTON, DC 20374-2000	
		5. DEVELOPMENTAL EXPERIENCES NEED FOR (CHECK ONE) <input checked="" type="checkbox"/> A. MORE EFFECTIVE PERFORMANCE IN PRESENT OR FUTURE POSITION(S) <input type="checkbox"/> B. NO FURTHER CAREER DEVELOPMENT DESIRED/NEEDED AT PRESENT TIME	
6. DEVELOPMENTAL OBJECTIVES/GOALS			
A. SHORT RUN (FORTHCOMING YEAR)  To provide a wider range of personnel services to accounts serviced.		B. LONG RUN (FOLLOWING THREE YEARS) To acquire further knowledge, skills and abilities that will enable me to attain my full potential.	
7. METHOD OF ACCOMPLISHMENT OF OBJECTIVES/GOALS			
A. DEVELOPMENTAL ASSIGNMENTS (INCLUDE SCHEDULED DATES AND FACILITIES)  Special Projects as assigned in related personnel functional areas.	B. FORMAL TRAINING (INCLUDE SCHEDULED DATES AND FACILITIES)  Adverse and Conduct-Base Actions - FY 01 (1) Agency Administrative Grievance System - FY 02 (1) Reduction in Force - FY 03 (1)  (1) Priority two training	C. OTHER ACTIVITIES (INCLUDE SCHEDULED DATES AND ACTIVITIES)  Coaching and Mentoring by Functional Heads on a rotating basis, with topics germane to full development as a Generalist Personnel Specialist. Enhancement of Computer knowledge and techniques. Seminars and conferences germane to present position and future assignments, when available and job permits.	
8. REMARKS			
DON REQUIRED TRAINING AS SCHEDULED. INCLUDING BUT NOT LIMITED TO: STANDARDS OF CONDUCT; ADP SECURITY; SECURITY; PREVENTION OF SEXUAL HARASSMENT AND SAFETY. ALL PRIORITY ONE - ANNUALLY			
9. EMPLOYEE'S SIGNATURE (IDP CONCURRED TO BY EMPLOYEE)	DATE  1 JUNE 00	10. SUPERVISOR'S SIGNATURE (IDP CONCURRED TO BY SUPERVISOR)	DATE  1 JUN 00

Enclosure (1)

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